

# City Manager's WEEK IN REVIEW

In an effort to better inform Council, employees and the public about current City activities and issues, the City Manager's Office issues the Week In Review with highlights from staff activities for the prior week. The Week In Review is published online and distributed every Monday. If you have comments, questions or suggestions regarding the Week In Review, please contact City Manager Eden Freeman at [citymanager@winchesterva.gov](mailto:citymanager@winchesterva.gov) or 540-667-1815.

## PUBLIC SAFETY

### Winchester Police

- Attended NAACP meeting.
- Attended Regional Forum on Improving Race Relations at Shepherd University.
- Attended Crime Solvers monthly meeting.
- Spoke to Prime Timers Group at Fellowship Bible Church about latest scams and tips for seniors.

Police Activity	#
Calls for Service	864
Violent Crimes	9
Property Crimes	21
Accident Reports	15
Alarms	20
False Alarms	19
Directed Patrols	78
Directed Patrols	16
Old Town (OTW)	
Extra Patrols	125
Extra Patrols OTW	7
Traffic Citations	29
Written Warnings	48

### Winchester Fire & Rescue

- Chief assisted with Operational Command for Family Support at the National Fallen Firefighters Memorial Service this past weekend.
- Conducted two training sessions for volunteers on the new communications system.
- Conducted Firefighter Work Performance Testing.
- Engaged in various [Fire Prevention Week](#) public education programs.
- Working on setting the schedule for the 2016 Stuff-the-Truck Program.
- Conducted firefighter testing for the open positions.
- Provided EMS standby at Handley football game and OctoBeer Fest in Old Town.
- Conducted Infection Control Training for department personnel.
- Senior command staff attended a leadership seminar at the Northern Virginia Fire Officers Academy.
- Deputy Chief McClellan and Lieutenant Blane Johnson became certified ACLS (Advanced Cardiac Life Support) instructors.
- Assisted John Handley High School EMS students while performing their required clinical hours at the fire stations.
- Personnel enrolled in the LFCC EMS program performed their clinical hours at the fire stations.
- Participated in the Worlds of Work (WOW!) program for local seventh graders at Body Renew.
- Posted weekly call log on the City's website: [October 6-12](#).

F&R Activity	#
Fire	3
Overpressure	0
EMS/Rescue	112
Hazardous Condition	2
Service Call	5
Good Intent	6
False Alarm	10
Special Incident	1
Plan Review	
Inspections	
Reinspections	

### Emergency Management

- Communications Project:
  - Weekly program progress meeting

- Met with Motorola re: system life cycle/preventative maintenance
  - Reviewed installation mobile status
- Reviewing revisions to ESF #15-External Affairs plan.
- Preparing for Active Shooter Exercise after action discussion with all players.
- Continued work on polycom grant.

## PUBLIC SERVICES

### Public Works, Utilities, Facilities Management, Transit

- The snow team performed a simulated snow event to practice and help ensure we are ready for the upcoming winter.
- Staff from the water treatment plant set up a booth to participate in the World of Work event. Seventh graders from throughout the region participated in the event.
- Received notice from DEQ that the City will receive \$6,503 in grant funds this year to purchase new blue recycling bins.
- Work started on restriping Washington Street at the Boscawen intersection in advance of removing the traffic signal. The traffic signal will be removed by the end of next week and the intersection will be converted to an all-way stop.

### City Projects Update

- **FY17 Street Repaving** –Additional street paving is expected begin by the end of October. More details will be forthcoming.
- **Joint Judicial Center Renovation** – Good progress was made this week on the improvements in the parking lot.

### Weekly Performance Measures

Division	Activity	Past Week	2016 Year-to-Date Totals	Measurement
Streets	Sidewalks Repaired/Replaced (City)	23.5	202.25	Linear feet
	Streets Repaved	0	8.72	Lane miles
	Potholes Repaired	4	125	#
Trees	Dead/Diseased Trees Removed	10	143	#
	Trees Trimmed	8	455	#
	Stumps Removed	5	390	#
Traffic	Street Signs Installed or Replaced	6	210	#
	Pavement Markings Repainted (City)	276	7,430.33	Linear feet
	Pavement Markings Repainted (Contractor)	5,669	284,532	Linear feet
Refuse & Recycling	Refuse Collected	131	4,986.05	Tons
	Recycling Collected	58.9	2,294.13	Tons
	Large Item Pickups	2	129	#
Transit	Total Passengers	3,040	109,952	#
	Revenue Miles Picking Up/Dropping Off Passengers	3,946	154,760	Miles
	Revenue Hours Picking Up/Dropping Off Passengers	369	14,368	Hours
Utility Billing	Payments Processed	1,583	55,555	#
	New Bills Mailed Out	0	50,381	#
	Water Services Turned Off for Non-Payment	0	910	#
Water Treatment Plant	Average Daily Water Demand	7.40	7.15	Million gallons/day
	Peak Daily Water Demand	7.94	9.06	Million gallons/day
Wastewater Treatment Plant	Average Daily Flow Treated	9.19	7.87	Million gallons/day

	Peak Daily Flow Treated	12.71	19.71	Million gallons/day
<b>Water Distribution and Wastewater Collection</b>	Water Main Breaks Repaired	1	35	#
	Water Meters Read	2,290	57,277	#
	Fire Hydrants Flushed	0	1,311	#
	Sewer Mains Cleaned	875	99,522	Linear feet
<b>Engineering</b>	Site Plans Reviewed	0	36	#
	Right-of-Way Permits Issued	5	82	#
	Stormwater Facility Inspections	0	23	#
	Erosion & Sediment Control Inspections	39	1,265	#
<b>Facilities Maintenance</b>	Work Requests Completed	26	715	#
	Special Events Assistance	0	9	#
	Maintenance of Pedestrian Mall	33	899	Staff hours
<b>Equipment Maintenance</b>	Total Repairs Completed	88	2,132	#

## DEVELOPMENT SERVICES

### Economic Redevelopment

- Met with GIS to discuss economic development-related GIS needs in the future.
- Presented resolution to Council to amend Taylor Master Tenant management agreement at the October 11 meeting (unanimously approved).
- Completed various tasks associated with the impending demolition of the Winchester Towers.
- Council appointed Frederick White to the EDA at the October 11 meeting.

### Old Town Winchester

- Held First Friday Artist Reception at the OTW Welcome Center with artist Doris Vanderloo. Her work will be shown through October. This is a collaborative project with the Shenandoah Arts Council.
- Held [Fall Farmers Market](#) at the Taylor Pavilion on Saturday.
- Working on updates for OTW app now used by over 2,000 people.
- Participated in a Westminster Canterbury Expo promoting Winchester to over 50 prospective retirees.
- [Spooktacular](#) posters were designed in partnership with the OTWBA. Posters were printed and distribution begun around OTW.
- Completed and submitted Virginia Main Street quarterly report.
- Finalized promotions for [OctoBeer Fest](#) on Friday, October 14 and Saturday, October 15.
- Continued promotion of SU student concert at the Taylor Pavilion on Sunday, October 16 at 1 pm.
- New SU Intern started assisting Old Town. He will work on updating downtown business directory and other projects.
- Submitted data for Virginia Main Street Map and Travel brochure.

### Winchester-Frederick County Tourism

- VA ABC license was accepted to this point and we have begun running the necessary legal notices in the newspaper and have the public notice posted on our door.
- Hosted travel writers Julie and Charles McCool (based out of Fairfax with an international presence).
- Completed numerous site visits, including Winchester Cider Works to follow up from the Shenandoah Spirits Trail launch, as well as the Homestead Farm. We've started negotiations with the Homestead Farm to have them produce homemade soaps and soy candles for retail at the Visitor Center Gift Shop.
- Began arranging a Shenandoah Spirits Trail meeting of producers in December to connect them with leadership at VRLTA to answer Virginia legislative issues and policies in regards to operating different types of alcohol production businesses. This is in direct response to requests from a number of members on the Trail.
- Gathered fall foliage photography around the region.

## Planning

- Staffed the September 27 City Council Work Session where an updated presentation on the Fairmont Avenue and the N. Loudoun Street Corridor Enhancement (CE) Districts was given. Council forwarded Option 2B of the rezoning request for First Reading at the October 25<sup>th</sup> Council Meeting. A final public hearing is anticipated at the November 8<sup>th</sup> Council Meeting.
- Worked with Zoning staff on numerous alternative landscaping proposals where property owners have removed trees or propose to remove trees required as part of approved site plans.
- Together with Zoning and Inspections and Public Services staff, met with developer of single-family homes along Linden Drive to review subdivision provisions pertaining to grading and drainage.

## Zoning & Inspections

- Completed:
  - 43 building permit inspections and issued 61 building permits (\$571,449 valuation)
  - 126 code enforcement inspections and initiated 42 new cases
  - 3 new business reviews (3 Certificates of Business)
- Removed 9 signs from the public right-of-way (YTD=550).
- Attended the Board of Zoning Appeals meeting. The board granted a variance for the off-street parking buffer at 625 Berryville Avenue (A+ Handyman) to allow for two loading spaces and one employee parking space.
- Continued internal planning on possible website enhancements pertaining to development/construction related requirements and guides.

Permit #	Type	Address	Description	Value
16 00000987	NR	173-177 N Loudoun St	Re-Roof	\$9,274
16 00000995	MECH	1867 Amherst St	Replace A/C & Gas Furnace	\$6,200
16 00000995	NGAS	1867 Amherst St	Replace A/C & Gas Furnace	\$100
16 00000169	MECH	429 Castleman Dr	New A/C & Furnace	\$12,100
16 00000873	SIGN	625 Berryville Ave	2 Building Mounted Signs	\$950
16 00000915	RREM	504 Hillman Dr	Handicap Ramp	\$2,500
16 00000922	RREM	407 Elm St	Installing 5 Push Piers	\$12,175
16 00000923	RIFI	392 Millwood Ave	Installing 6 Push Piers	\$12,464
16 00000952	RADI	2633 Papermill Rd	Adding 3 Antennas	\$25,000
16 00000953	RREM	344 Parkway St	Installing 13 Power Braces	\$15,108
16 00000981	CHNG	2404 Valley Ave	B To B-Hair Salon	\$0
16 00000985	RREM	513 S Loudoun St	Adding To Existing Porch	\$4,000
16 00000991	NRRM	2404 Valley Ave	Handicap Ramp	\$5,500
16 00000991	PLBG	2404 Valley Ave	New Fixtures For Salon	\$9,500
16 00000997	TTS	901 Amherst St	Tent For 10/12-10/17 2016	\$20,000
16 00000998	TTS	901 Amherst St	Tent For 10/14-10/17 2016	\$20,000
16 00000999	PLBG	3036 Papermill Rd	Replace Water Service	\$3,200
16 00001001	NR	6 Chards Ave	Commercial Re-Roof	\$25,100
16 00000942	SIGN	1523-1551 S Pleasant Valley Rd	Two Building Mounted Sign	\$6,464
16 00000984	RREM	151 Hawthorne Dr	New Accessory Structure	\$17,000
16 00001003	ELEC	799 Fairmont Ave	Generator	\$0
16 00001004	ELEC	711 S Braddock St	Parking Lot Lights	\$0
16 00001005	ELEC	2045 S Pleasant Valley Rd	Roof Top Units	\$0
16 00001006	ELEC	2321 Roosevelt Blvd	Svc Upgrade	\$0
16 00001007	ELEC	513 Fremont St	Fire Damage Repair 16-925	\$0
16 00001008	ELEC	29Wolfe St	Gate Operator 16-625	\$0
16 00001009	ELEC	304 Walker St	Addition 16-836	\$0
16 00001010	ELEC	1001 E Cork St	Service	\$0

16	00001011	ELEC	620 N Cameron St	New Bldg 16-912	\$0
16	00001012	ELEC	432 Royal St	Addition 16-724	\$0
16	00001013	ELEC	2957 Shawnee Dr	Recpts/Air Compressor	\$0
16	00001015	ELEC	549 Merrimans Ln	New Pool House 16-194	\$0
16	00001016	ELEC	400 Campus Blvd	Ct Equipment	\$0
16	00001017	ELEC	7 E Hart St	Remodel 16-572	\$0
16	00001018	ELEC	310 Marion St	Add Sw/Lts/Recs	\$0
16	00001019	ELEC	86 Featherbed Ln	Remodel 16-755	\$0
16	00001020	ELEC	879 Fairmont Ave	Remodel 16-834	\$0
16	00001021	ELEC	1629 Handley Ave	Move Switches, Lights, Recept	\$0
16	00001022	ELEC	700 Woodland Ave	Ground Outlets 16-934	\$0
16	00001023	ELEC	539 Gray Ave	Replace Ent Cable	\$0
15	00000766	PLBG	2302 S Pleasant Valley Rd	Fixture, Water & Sewer Service	\$6,500
16	00000592	PLBG	122 N Loudoun St	New Work For Apts	\$20,000
16	00000884	NRRM	1819 S Loudoun St	Remodel 1st & 2nd Floors	\$56,000
16	00000906	PLBG	1720 Valley Ave	New Work	\$8,000
16	00001024	PLBG	410 N Kent St	Switch Piping From Gal To Pex	\$2,000
16	00001024	RREM	410 N Kent St	Replace Floor Joists	\$1,000
16	00001025	PLBG	2971 Sorrell Ct	Replacing Water Piping	\$50
16	00001028	MECH	1881 Harvest Dr	Replacing Furnace	\$3,000
16	00001028	NGAS	1881 Harvest Dr	Replacing Furnace	\$50
16	00001029	MECH	520 S Stewart St	Replacing Boiler	\$13,000
16	00001029	NGAS	520 S Stewart St	Replacing Boiler	\$500
16	00001030	CHNG	1819 S Loudoun St	Martial Arts Studio To Church/	\$0
16	00001032	PLBG	217 S Washington St	Replacing Fixtures	\$2,000
16	00001033	AMUS	1001 E Cork St	Inflatable Ride For 10/15/16	\$271
16	00001034	MECH	1219 Rodes Cir	Replace A/C & Furnace	\$8,100
16	00001034	NGAS	1219 Rodes Cir	Replace A/C & Furnace	\$100
16	00001035	MECH	1114 Valley Ave	Replacing Furnace/Ac	\$6,400
16	00001035	NGAS	1114 Valley Ave	Replacing Furnace	\$100
16	00001036	MECH	1718 Lewis St	Replacing Furnace/Ac	\$12,200
16	00000978	RREM	609 Bruce St	Installing 4 Push Piers	\$45,543
16	00001000	NR	2 N Kent St	Re-Roof	\$180,000
<b>61 TOTAL</b>					<b>\$571,449</b>

**TYPE KEY:** NGAS=Natural Gas | TTS=Tents and Temporary Structures | PLBG=Plumbing | RREM=Residential Remodel | RESR=Residential Remodel/Additions | AMUS=Amusement Device | LGAS=Propane Gas | MECH=Mechanical | FSUP=Fire Suppression | FALL=Fire All Other | CHNG=Change of Use | RADT=Radio Tower or Antenna | NRAA=Non-Residential Additions and Alterations | NRRM=Non-Residential Remodel | CIFI=Commercial Industrial Finished | NR=Non-residential Reroof | OCCU=Occupancy

## PARKS & RECREATION

- Posted a full time position for Maintenance Tech I.
- Conducted second round interviews for the Assistant Parks and Recreation Director.
- Resurfacing of the outdoor baby pool began with the coping stones being replaced first.
- Participated in a two-day Lord Fairfax Community College "WOW!" event.
- Preparing for the middle school dance "Ghouls and Gals" on October 15.
- Met with organizers about the November Applecross Race.
- Reviewing the Pool Winterization Plan for the outdoor pool.

## WINCHESTER PARKING AUTHORITY

- 2,637 vehicles utilized the garages from October 5-11.
- As of October 12, there were 965 monthly parkers in the garages (0 rentals and 1 cancellation).

- Painting parking meter housings black this week. New brackets, sleeves and bases for double head meters have been ordered for installation at Plaza Lot.
- WPA's snow team staff is attending a snow meeting at City Yards in preparation for the upcoming winter season.
- Preparing to conduct several roof joint repairs at the George Washington Autopark.
- The George Washington Autopark has experienced an increase in vandalism over the last several weeks particularly with individuals discharging fire extinguishers on the roof level and in the roof level stairwells. The Police Department and Fire Marshal is assisting us in this matter. WPA staff plans to relocate the roof level fire extinguishers from inside the stairwells to the roof level within camera view.

## SOCIAL SERVICES

- Received 64 Benefit Program applications: 31 SNAP, 37 Medicaid, 5 TANF, 7 Child Care.
- Currently serving the following individuals in Benefit Programs:
  - 4,332 receive SNAP
  - 218 receive TANF
  - 5,245 receive Medicaid
  - 36 receive VIEW Services
  - 35 receive Child Care subsidy-28 families/54 children are currently on the waiting list \*change in caseload related to required purging of the waiting list in October
- Responding to 3 Family Service intakes.
- Responding to 5 Adult Services intakes.
- Maintaining 57 adult guardianship report cases.
- Completing 50 Child Protective Services family assessments and investigations relating to allegations of child maltreatment.
- Staff attended:
  - WDSS Fall Retreat at Shenandoah University
  - Winchester Community Policy and Management Team
  - VDSS Benefit Programs Roundtable Discussion

Weekly Activity	#
Walk-in clients	106
Client info drop offs	37
Child Protective Service referrals	9
Placed "on notice" for foster care entry by JDRC	6
Children in foster care	30
Entered foster care	2
Exited foster care	0
Child Protective Services ongoing case management	26
Adult Protective Service referrals	0
Adult services case management load	17
Adult guardianships	3
Adult protective services investigations	17
Benefit fraud investigations	3
Fraud allegations received	0
Family Services Prevention case management load	10

## SUPPORT SERVICES

### Information Technology

- Worked with Utility Billing vendor to resolve field device operational issues.
- Identified a workaround to regain lost internet connectivity caused by a Level 3 distributed denial of service attack (DDoS).
- Tested internet connectivity to support Council meeting streaming. Need to retest when DDoS attack on Level 3 is resolved.
- Continued work with NOVAtime vendor to resolve time and attendance operational issues.
- Supported Finance implementation of time and attendance at City Yards.
- GIS continued strategic plan meetings with senior staff.
- Continued website review for accessibility compliance.
- Continued SunGard software suite upgrade and testing.
- Worked on revised procedures for Treasurer processing of DMV Stops
- Worked with Radio Manager to evaluate options for relocating a radio system computer.

## COMMUNICATIONS

- Filled in for Deputy Clerk of Council this week while she was out of the office.
- Met with Economic Redevelopment to brainstorm ideas for new web pages on the City's site.
- Updated draft ESF#15-External Affairs plan based on lessons learned at Active Shooter Exercise.
- Designed the FY16 Comprehensive Annual Financial Report (CAFR) cover for Finance.

- Press releases sent:
  - [OctoBeer Fest returns for the fourth year](#)
- Current Projects:
  - Board member orientation and COIA, FOIA educational program
  - Improve development services webpages and information to be more user-friendly
  - Add Economic Development information on City's website
  - Add staff bios to website
  - Improve website to be Section 508 compliant
  - Working with software vendor to improve online Boards+ portal
  - 2017 Informational Calendar ([now accepting photo submissions](#))
  - Drafting Crisis communications and ESF#15-External Affairs plans
  - Drafting communications plans and outreach efforts for mass power outage crisis preparedness
  - Green Circle Trail logo, brochure and mile marker map
  - Budget Manual cover design
  - Strategic Plan Performance Measures and booklet
  - Human Resources recruitment brochure design
  - VML Capital Tree hand-made ornament submission
  - FOIA software implementation and staff training
  - Informational video series
  - Mentoring SHHS student interested in career in communications
- Articles in *The Winchester Star* this week:
  - October 8 –
    - Winchester: All easements set for existing portions
  - October 10–
    - Our Views: 'Anomaly'? – On trail easements, let's hope so
    - Our Views: 1752 or 1744? – For sake of visitors, uniformity
    - Shotgun stolen from city home
  - October 11–
    - 24-year-old dead from possible overdose
    - City man arrested on new drug charges
    - School division talks options to cover shortfall
    - Association reminds public to check their smoke alarms during Fire Prevention Week Oct. 9-15
    - Va. Police hold drug take back Oct. 22
  - October 12 –
    - City won't discuss removal of chairman
    - Sept. 15 BAR meeting transcript
    - City Council forwards ordinance
    - Sheriff, state police, DEA join in drug take back
  - October 13 –
    - Council forwards flag ordinance
    - School Board asks panel for funds
    - Absentee applications must be in by Monday
    - Warrant for city man arrested in possession charges yield cash
    - Go German by grabbing a bier, donning lederhosen
  - October 14 –
    - Police file warrant for man facing multiple charges
    - Man arrested after allegedly punching woman in the face
- WHAG reports:
  - Son seeking to have father, first black Winchester post officer employee, honored [Watch](#)
  - Blue lives matter through blood drive [Watch](#)
  - Voter registration deadline is approaching in Virginia [Watch](#)

## Photo of the Week



Winchester Sheriff and Deputies are wearing pink badges in honor of Breast Cancer Awareness Month.

## BOARD VACANCIES

- Current [Board Vacancies](#):
  - Old Town Development Board (owner/operator)
  - Economic Development Authority
  - Board of Architectural Review
  - Fire Prevention Code Board of Appeals (Alternate)
  - Local Building Code Board of Appeals (Alternate)
  - Lord Fairfax Emergency Medical Services Council
  - Frederick-Winchester Service Authority
  - Environmental Sustainability Taskforce
  - Winchester Parking Authority (unexpired term ending 5-31-20)
  - Social Services Advisory Board (unexpired term ending 3-31-19)  
*Note: Unexpired terms do not count against the two-term limit requirement.*
- Upcoming Vacancies:
  - Old Town Development Board (owner/operator and at-large resident)